



# Maine Department of Environmental Protection

## Underground Storage Tank

# Inspection Summary

Facility Name: \_\_\_\_\_ Owner: \_\_\_\_\_ Reg.#: \_\_\_\_\_

Location: \_\_\_\_\_ Operator: \_\_\_\_\_ Phone: \_\_\_\_\_

Initial Inspection Inspection Update	TANK #			TANK #			TANK #			TANK #		
Volume												
Product												
	PASS	FAIL	N/A	PASS	FAIL	N/A	PASS	FAIL	N/A	PASS	FAIL	N/A
Daily Inventory												
Automatic Tank Gauge												
Groundwater Monitoring												
Interstitial Monitoring												
Overfill Prevention												
Spill Buckets												
Line Leak Detectors												
Stage I vapor recovery												
Crash Valves												
Cathodic Protection												
Any FAIL in the columns above means a FAIL for that tank.	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL		

By signing this form, I certify that I performed this inspection and believe the contents of this report to be complete and accurate at the time of inspection. I also certify that I am a properly certified Maine underground oil storage tank installer or tank inspector.

\_\_\_\_\_  
Name (please print)                      Date                      Signature

Please return this certificate no later than July 1 of the year inspection is due to:	<b>Annual UST Inspections</b> <b>Maine Dept. of Environmental Protection,</b> <b>17 State House Station, Augusta, Maine 04333</b>
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**!!! KEEP A COPY OF THIS FORM FOR YOUR RECORDS!!!**



# Maine Department of Environmental Protection

## UST Annual Inspection Report

### General Instructions

1. Leak detection equipment and procedures, spill and overfill prevention devices must be checked or tested annually for proper operation. Cathodically protected tanks and piping must be checked annually to insure they are adequately protected from corrosion.
2. All work associated with testing of equipment and checking of procedures must be performed under the direct, onsite supervision of 1.) a Maine certified underground storage tank installer, 2.) a Maine certified tank inspector or 3.) a technician certified by the manufacturer of the equipment being tested.
3. Mail completed inspection forms to Annual Tank Inspections, Maine Department of Environmental Protection, 17 State House Station, Augusta, ME 04333-0017 by July 1 each year. Remember to keep a copy for your records.
4. Detailed instructions on how to fill out this form are provided in MeDEP's "UST Inspector Reference Handbook" which is available at [www.me.us/dep/rwm/usts.htm](http://www.me.us/dep/rwm/usts.htm). Copies of the Annual Inspection Report form, the Inspector Reference Handbook and a list of Frequently Asked Questions (FAQ's) are also available by calling 1-207-287-2651.

### Daily Inventory

Fill out this section for tanks that use monthly reconciliation of Daily Inventory combined with annual SIA.

?		TANK #		TANK #		TANK #		TANK #	
		PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
1	Inventory records reconciled monthly?								
2	Over/short less than 1%?								
3	Fill pipe drop tube in place?								
	<b>Manual Inventory</b>								
4	Gauge stick in good condition?								
	<b>ATG inventory</b>								
5	Water sensor checked by hand?								
6	Product sensor checked by hand?								
	<b>PASS or FAIL?</b>								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.*

**Comments:** \_\_\_\_\_

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# Maine Department of Environmental Protection

## UST Annual Inspection Report

### Automatic Tank Gauging (Singlewalled tanks only)

<b>7</b>	<b>Make and Model:</b>
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Fill out this section for tanks that use monthly 0.1 gph testing using an ATG for leak detection.

?		TANK #		TANK #		TANK #		TANK #	
		PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
8	ATG programmed to test for 0.1 gph leak?								
9	Monitoring console or control box present and working? (indicator lights, horn and printer work, paper roll installed)								
10	One test run within last 30 days with tank at least 60% full?								
11	Water sensor checked by hand?								
12	Product level sensor checked by hand?								
	<b>PASS or FAIL?</b>								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.*

### Groundwater Monitoring

Fill out this section for singlewalled heating oil tanks installed before Sept. 16, 1991.

?		TANK #		TANK #		TANK #		TANK #	
		PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
13	Monitoring wells accessible?								
14	Monitoring wells marked and secured?								
15	Bailer present, functional and clean?								
16	Water in well?								
17	No floating oil or smell of oil?								
18	Log of weekly well inspections?								
	<b>Pass or Fail?</b>								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.*

**Comments:** \_\_\_\_\_

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# Maine Department of Environmental Protection

## UST Annual Inspection Report

### Interstitial Monitoring (Tanks and Piping)

#### **19 Make and Model**

Fill out this section for doublewalled tanks or piping that are electronically monitored.

?		TANK #			TANK #			TANK #			TANK #								
		TANK	PIPE	DISP	TANK	PIPE	DISP	TANK	PIPE	DISP	TANK	PIPE	DISP						
<b>20</b>	Interstitial monitoring system is Electronic (E), Manual (M) or None(X)																		
		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F
	<b>Manual monitoring</b>																		
<b>21</b>	Sump is accessible for inspection?																		
<b>22</b>	Written log of sump checks available?																		
	<b>Electronic monitoring</b>																		
<b>23</b>	Monitoring console is fully operational?																		
<b>24</b>	Sensors are properly placed?																		
<b>25</b>	Sensors are functioning properly?																		
	<b>All Systems</b>																		
<b>26</b>	No oil in sumps or interstitial space?																		
<b>27</b>	No water in sumps or interstitial space?																		
	<b>PASS or FAIL?</b>																		

Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.

**Comments:** \_\_\_\_\_

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# Maine Department of Environmental Protection

## UST Annual Inspection Report

### Overfill Prevention

		TANK #		TANK#		TANK #		TANK #	
<b>28</b>	<b>Ball float(BF),Flapper(F), Electronic(E), Vent Whistle (W) or None (X)?</b>								
		<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>
	<b>Ball float</b>								
<b>29</b>	Checked and working properly?								
<b>30</b>	Set at 90% full level?								
	<b>Auto shut off/flapper</b>								
<b>31</b>	Checked and working properly?								
<b>32</b>	Set at 95% full level?								
	<b>Electronic high level alarm</b>								
<b>33</b>	Checked and working properly?								
<b>34</b>	Set at 90% full level?								
	<b>Vent whistle</b>								
<b>35</b>	Checked and working properly?								
<b>36</b>	Set at 90%?								
<b>37</b>	Vent within 8 ft of fill?								
	<b>PASS or FAIL?</b>								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.*

### Spill Buckets

		TANK #		TANK #		TANK #		TANK #	
		<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>
<b>38</b>	Spill buckets present?								
<b>39</b>	Clean?								
<b>40</b>	Liquid tight?								
<b>41</b>	Lid in good condition?								
<b>42</b>	Lid not touching fill riser?								
	<b>PASS or FAIL?</b>								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.*

**Comments:** \_\_\_\_\_  
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## UST Annual Inspection Report

### Automatic Line Leak Detectors (LLD)

Line leak detectors are required on product lines supplied by a pump remote from the dispenser.

#### 43 Make and Model:

		TANK #		TANK #		TANK #		TANK#	
44	Mechanical (M) or Electronic (E) LLD?								
		PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
45	LLD present?								
46	LLD listed for use with type of piping present (rigid or flexible)?								
	<b>Mechanical LLD's only</b>								
47	Slow flow when 3gph leak @ 10PSI is simulated?								
	<b>Electronic LLD's only</b>								
48	LLD set up checked to insure proper settings?								
49	System alarms and/or shuts off turbine when a 3gph @ 10PSI is simulated?								
	<b><u>For tanks with ATG's only</u></b>								
50	Passing 0.1 gph test in past 30 days?								
	<b>PASS or FAIL?</b>								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected*

Comments: \_\_\_\_\_

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## UST Annual Inspection Report

### Stage I Vapor Recovery (Gasoline tanks only)

51	Gas thrupt for last calendar year _____ gals. _____ Yr	TANK #		TANK #		TANK #		TANK #	
52	Stage I Vapor Recovery system is 2 Point/ Manifold (M) or Coaxial (C)								
		PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
	<b>Two Point / Manifold System</b>								
53	Vapor recovery poppet cap and gasket in good condition?								
54	Poppet valve moves easily and closes tight?								
55	Manhole lid in good condition?								
	<b>Coaxial</b>								
56	Fill pipe in good condition?								
	<b>All systems</b>								
57	Fill cap and gasket in good condition?								
58	Drop tube?								
59	Ends within 6 inches of tank bottom?								
60	Pressure/vacuum vent cap in place?								
61	Last 12 months of throughput records?								
	<b>PASS or FAIL?</b>								

Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.

### Crash Valves

		DISPENSER #															
		P	F	P	F	P	F	P	F	P	F	P	F	P	F	P	F
62	Crash valves at correct height?																
63	Crash valves secured?																
64	Crash valves operational?																
	<b>PASS or FAIL?</b>																

Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected.

**Comments:** \_\_\_\_\_

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### Cathodic Protection (Galvanic Systems)

		TANK #		TANK #		TANK #		TANK #	
	Enter readings in Volts	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
65	Tank Reading (over tank center line)								
66	Product pipe reading?								
67	Vent Pipe Reading?								
	PASS or FAIL?								

*Note: Please explain failing results in Comments below. List any problems noted during inspection, even those that were corrected*

### Out of Service Tanks

Fill out this section for any tank that is no longer active (no product added or removed)

		TANK #		TANK #		TANK #		TANK #	
68	Date taken out of service (Month/Day/Year)								
		YES	NO	YES	NO	YES	NO	YES	NO
69	Less than 1" product?								
	For tanks out of service more than 3 months, check the following:								
70	Tank vented and fill pipe locked?								
71	Product piping capped? Pumps and manways secure?								

**Comments:** \_\_\_\_\_

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